

ONAAB Executive Council Meeting Agenda

July 14, 2021

4:30pm Eastern

Libbie Mill Library Conference Room

2100 Libbie Lake E St

Richmond, VA 23230

EC Roll Call: Kate Ayers, Eric Lin, Djbril Niang, Mel Borja

ONA Staff: Grace Reynolds

Absent:

Topic	Discussion	Decisions / Actions
Eric	Welcome/Intro	We will need to talk to the FOIA council, and make recommendations to look at in-person vs hybrid meetings.
Kate	Roll Call	Done
Mona/Grace	Administration Update Language Access NY (Grace)	Grace: <ol style="list-style-type: none">1. Language Access NY: New York ONA as several programs. The biggest one is that they have a statewide language access policy established in 2011. They incorporated: Interpreter services in any language, translations in top 10 languages, bi-annual plan, continually measure the availability, state language coordinator. Some state agencies have their own language coordinator, formal language access complaint process.2. New American Economy is doing a series of webinars about language access. They also host monthly meetings for states across the nation that have ONA. Grace participate in that.

		<ol style="list-style-type: none"> 3. For note taking, ask the presenters to share the deck plus any notes so that we don't have to summarize information. The main thing we need to do is record actions. When you have a motion and then we have comments about the motion. 4. Mariebelle Castenea invited Grace to be on a panel for board administrators. She learned that if board members can participate electronically, the public also must have the same or better access. Action: Clarify this with Susan to see what we should do. Grace will reach out to Susan. 5. Eric: If we communicate with her directly, don't include vaonaab@gmail.com. This conversation is protected under confidentiality of our council. 6. VCU study: They will share a spreadsheet with the ONA and we will add organizations that are missing. Members of ONA can also send lists that they have of organizations. 7. From Mona: Asked her to add Ahoo and Eva to the language task force and then they can update us about the work of this group. We may ask for notes from these meetings. Eric also asked Mona for a copy of the strategic plan. Mona is on vacation and can't be here.
All	Updates: Workforce Meeting (Kate)	The meeting went well, but we need to make sure there is more intentionality around including the voices of refugees and immigrants. Kate will reach out to Kathy Tran about making sure all voices are included.
All	Meeting Debrief	<p>Djbril: It was good because we needed to make connections and talk about the mission statement. The flow was very good.</p> <p>Kate: Most members felt comfortable contributing to the conversation.</p> <p>Mel: People did seem to figure out how the group is coming together. The work became real to them.</p> <p>Eric: Goal is to create an environment where we understand that we have the opportunity to do things. Attendance was good. The discussion about who is A New American. It may be important to have internal and external definitions.</p>
5:24	Public Comment	No

EC	<p>Meeting Follow Up</p> <ul style="list-style-type: none"> ● Mission & Vision ● Committee Guidance <ul style="list-style-type: none"> ○ Language Access & Cultural Competence (LACC) ○ Data Equity (DE) ○ Access to Services (AS) ○ Economic Opportunity (EO) ○ Inter/Intra Governmental (IIG) 	<p>Mission and Vision: Mel will send out the drafts for people to revise on google documents. Kate sent notes to Mel about what was said about mission and vision.</p> <p>Committee Guidance: We need to give Grace some structure/boundaries for the committees so that they can connect. We need to work with Susan for committee guidance as to how we can do the work. Work to convince folks to have committee meetings before our full meeting 10-12. For the next meeting, provide more orientation. Let them know that we will come up with more guidance about how they can do their work.</p> <ul style="list-style-type: none"> ● We can give the committees some specific work Ex: NY presentation to language access, equity dashboard to data group. <p>Action: Create a google form survey to get feedback about meeting and meeting location.</p> <p>Action: Grace and Eric will get with Susan to get with committee guidance. Kate will create google folders for each committee. committee- year- subtopic-- and then move</p>
Eric	<p>Annual Report (send examples to board)</p> <ul style="list-style-type: none"> ● Data (Michael) ● Guiding Principles ● Code recommendations ● ONA recommendations <ul style="list-style-type: none"> ○ Budget ● Committee Recommendations ● Consider: <ul style="list-style-type: none"> ○ JLARC Study 	<p>We need to pull some of the reports from other advisory boards and share with ONA. We can go to the websites and pull them to share. Eric can give some ideas about what he thinks for annual report: Any committee work needs to be done by August 15th. Eric can share thoughts and then we can also take a look and see if anything needs to be mentioned it. WE need to do this via email.</p> <p>Google: Annual report- topics-</p> <p>Monday email: -</p> <p>Actions: Eric and Grace meet with Susan to discuss the committee meeting framework. We can meet in person in Oct. You can meet using google drive, ect... Grace reach out to committees with guidance about what they can do. This is what</p>

	o Language Audit	you can do and how you can do it.
EC	October Meeting Agenda <ul style="list-style-type: none"> • Mission & Vision • Elections • SOP's • Annual Report 	
Eric	ONA Strategic Plan Alignment	
Eric	Additional Ideas – to be discussed as time allows Community Mapping Virginia Humanities Grant (photo chronicle) Procurement Guidelines	Look at proposal things like storytelling or histories, ect...
Adjourn		